

# Class “A” Office Building

## Checklist for the Minimum Information to be Shown on Site Plans for Commercial Permit Applications

**Note:** Even if a waiver from a County Review Group (C.R.G.) Hearing or C.R.G. Plan is granted, all of the following must be included on the building permit site plans prior to application acceptance:

1. North Arrow, Election District, County Council District, Title of Plan – “Site Plan For Class “A” Office Building”, Date and Name, Address and Phone Number of person preparing the plan. Include the same information for the owner.
2. Scale of Drawing: 1” = 10’, 20’, 30’, 40’, 50’, 60’.
3. Outline of Property: Bearing, Distances and Gross and Net Area.
4. Vicinity Map: (Accurate) 1’ = 200’, 500’, 1,000’.
5. Previous Permits on property - permit numbers, control numbers, residential and commercial.
6. Reference: Previous zoning hearing, C.R.G. hearing and waivers including the dates and orders and restrictions included and addressed.
7. Zoning: Include zoning of the property and adjacent properties with zone line accurately shown as per the official 1988 200 Scale Zoning Map.
8. Location: Street address and distance from nearest improved intersecting street centerline.
9. Street Widening: Paving width and R/W widths.
10. Entrances Locations and width of existing and/or proposed entrances (traffic channelization). Method of channelization (curbing, R/R ties). Show circulation pattern and isle measurements.
11. Uses, Buildings: Proposed uses of buildings; existing use of buildings adjacent and on-site. If office use, specify “General” or “Medical” (See #19).
12. Dimensions and Setbacks of existing buildings from property lines and street right-of-way and centerline.
13. Signs: (Existing and Proposed) Dimensions, square footage, type of sign, location on building elevation and note “No Illumination”. One 8 sq. ft. non-illuminated building sign is permitted. If on a principal arterial street and no residential zones or uses adjacent – 1 additional 15 sq. ft. F/S, non-illuminated sign is permitted.
14. Buffers or Barriers to differentiate Residential and Commercial uses and zones and zone line (see Landscape Manual).
15. Method of Landscaping: Trees, Fencing, etc...
16. Hours of operation and maximum number of employees (total and by floor).
17. Scale Architectural Elevation Drawings for all sides of buildings or 8’ x 10” photos of all sides, in either case all sides must be labeled (North, South, East and West).
18. Floor Plans with dimensions and square footage with use areas identified (Example: storage, kitchen, general office, bathrooms, medical office).
19. Type of Office: General or Medical (If general, list type - Real Estate, Law, Insurance, etc.). (No more than 25% of the total adjusted gross floor area of the office building may be occupied by medical offices).
20. Off-street Parking: Show each parking space with typical spacing dimensions and adequate turnaround space. Include anchored wheel stops and dimensions. All required off-street parking shall be located on the same lot and should be located in the side or rear yard. Calculations must be included as General Office (3.3 spaces/1,000 sq. ft.), Medical (4.5 spaces/1,000 sq. ft.), and 2 spaces per residential dwelling unit.
21. Paving Type: Must be a durable, dustless surface. Indicate type - bituminous surface, concrete, bituminous concrete.
22. Note on the Plan: The dwelling has not been enlarged in floor area by 10% or more within a period of five years prior to the date of application for change or conversion. (See S.203.6 (BCZR) and Zoning Policy RM-11).

# DATA:

Lot Size = 70 x 120 = 8,400 Sq. Ft.  
Gross Site Area = 8,400 x (30 x 70)  
= 10,500 Sq. Ft.

## Building Size:

Ground Floor = 1,120  
2<sup>nd</sup> Floor = 1,200  
Total = 2,300 Sq. Ft.

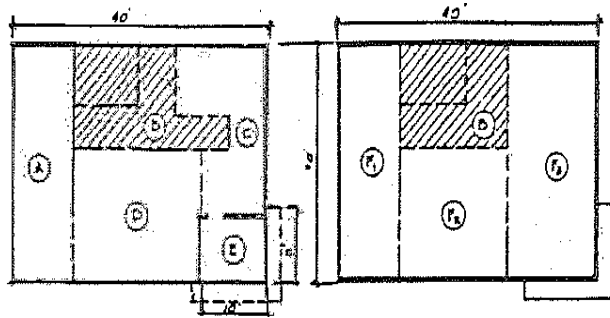
## Parking:

1<sup>st</sup> Floor = 1,120  
----- = 5.7  
500

2<sup>nd</sup> Floor = 1,200  
----- = 2.4  
500

Total = 6.1 Spaces

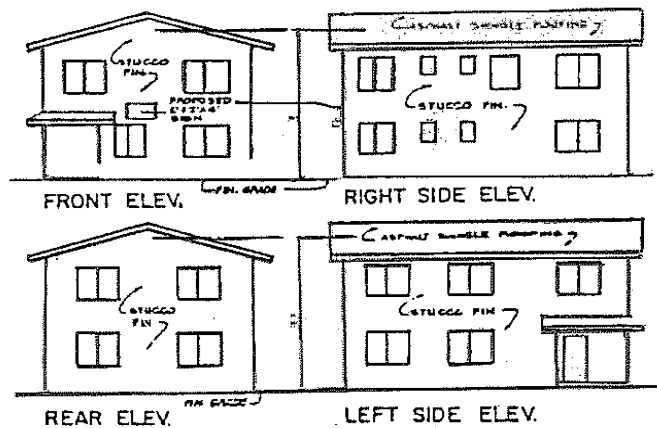
Provided Parking Spaces = 7



Ground Floor Plan

Second Floor Plan

PROPOSED	ALTERNATES
A. DENTIST OFFICE	A. DENTIST OFFICE
B. INSURANCE OFFICE	B. INSURANCE OFFICE
C. LAW OFFICE	C. LAW OFFICE
D. LAW OFFICE	D. LAW OFFICE
E. LAW OFFICE	E. LAW OFFICE
F. LAW OFFICE	F. LAW OFFICE
G. LAW OFFICE	G. LAW OFFICE
H. LAW OFFICE	H. LAW OFFICE
I. LAW OFFICE	I. LAW OFFICE
J. LAW OFFICE	J. LAW OFFICE
K. LAW OFFICE	K. LAW OFFICE
L. LAW OFFICE	L. LAW OFFICE
M. LAW OFFICE	M. LAW OFFICE
N. LAW OFFICE	N. LAW OFFICE
O. LAW OFFICE	O. LAW OFFICE
P. LAW OFFICE	P. LAW OFFICE
Q. LAW OFFICE	Q. LAW OFFICE
R. LAW OFFICE	R. LAW OFFICE
S. LAW OFFICE	S. LAW OFFICE
T. LAW OFFICE	T. LAW OFFICE
U. LAW OFFICE	U. LAW OFFICE
V. LAW OFFICE	V. LAW OFFICE
W. LAW OFFICE	W. LAW OFFICE
X. LAW OFFICE	X. LAW OFFICE
Y. LAW OFFICE	Y. LAW OFFICE
Z. LAW OFFICE	Z. LAW OFFICE



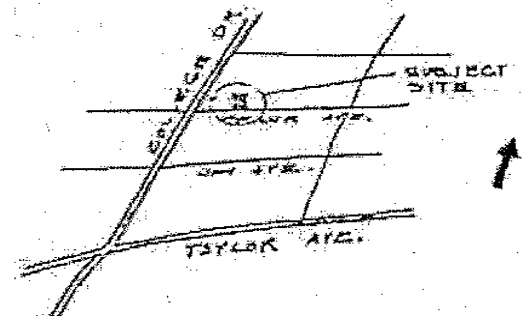
FRONT ELEV.

RIGHT SIDE ELEV.

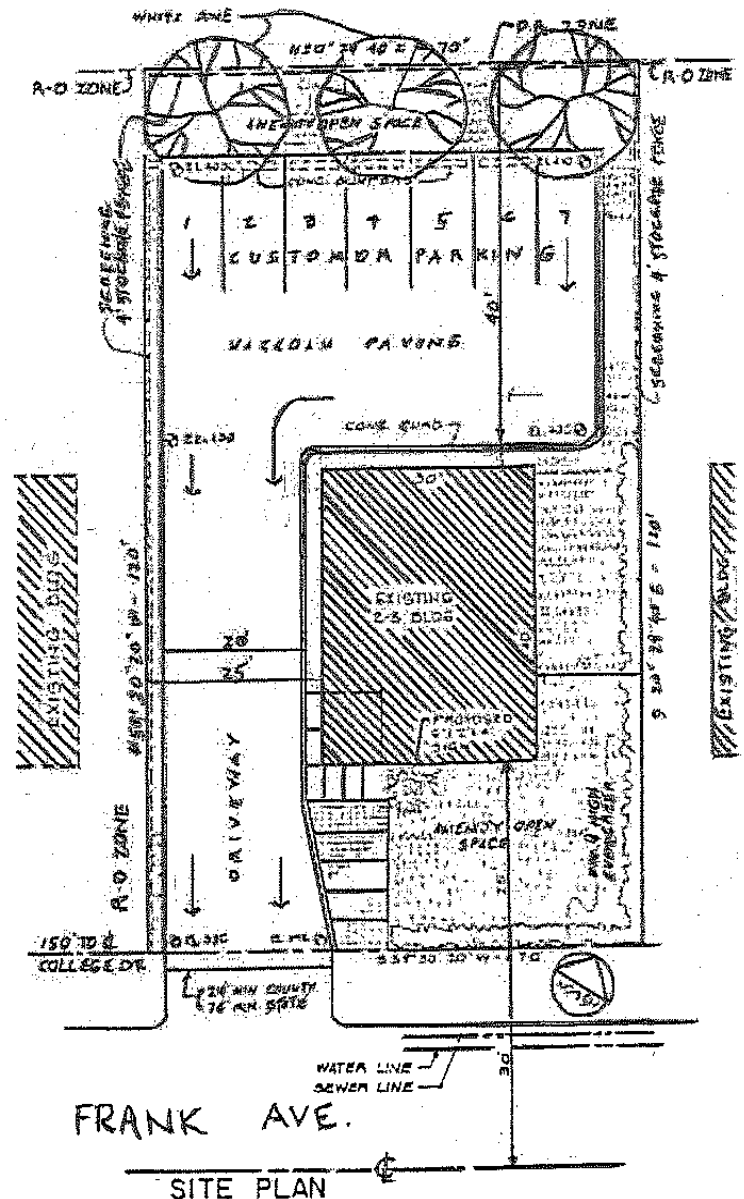
REAR ELEV.

LEFT SIDE ELEV.

SAMPLE SITE PLAN FOR R-O ZONE, CLASS A BLDG.	
OWNER	
ELECTION DISTRICT	
ZONE	
SCALE	1' = 30'
	APPROVED BY:
ARCH-ENGR-SURV	



VICINITY MAP  
SCALE: 1' = 1,000'



## NOTE:

- A. TOPOGRAPHY - NO CHANGES IN EXISTING GRADE
- B. HOURS OF OPERATION: 7:30 AM - 9:00 PM
- C. MAX. NO. OF EMPLOYEES: 15
- D. BLDG ELEV.: A MIN. OF 6 PHOTOGRAPHS (8' X 10') SHOWING 4 SIDES OF THE EXISTING BLDG. AND ADJACENT BLDGS. MAY BE SUBSTITUTED FOR ELEVATION DRAWINGS